

Procurement Card

GENERAL P-CARD INFORMATION FOR ALL USERS

What to Expect...

Hello and thank you for joining us for our general p-card information session

In this session we will cover:

- Our program details
- Cardholder and approver responsibilities
- How to use the card
- How NOT to use the card
- Who to contact for help and more.

After the completion of this video please see either the P-card Training for Cardholders and Reconcilers or the P-card Training for Location Approvers.

Both of these videos will provide detailed instructions for reconciling and approving p-card transactions in BOA Works.

Program Overview

- The primary goal of the P-Card program is to expedite and improve the procure-to-pay process to save our organization time and money.
- P-Cards are the preferred method of payment for small purchases (\$1,000 or less). Can be used for larger purchases if accommodated by the card's spending limits.
- P-Cards are a payment method ONLY. Their use does not allow users to circumvent existing RPS and Procurement policies and procedures (need for competition, spending thresholds, use of contracted vendors, etc.).
 - Per RPS policy, most staff members have a delegated purchasing threshold up to \$5,000.
 - If there is NOT a contract already in place through Procurement & Property Management, any purchase over \$5,000 will require competition. Contact Procurement & Property Management if this is the case.
- Allows us to make one payment to Bank of America – No W-9 or PO needed
- Billing cycle starts on 1st day of the month & runs through the last calendar day.

Program Overview

- Most cards have a single transaction limit AND a monthly spending limit. These limits can vary depending on the location's needs.
- Cards can be used anywhere Visa credit is accepted.
- For RPS-related purchases only – NO personal purchases are allowed.
- ATM and Cash-Back options are disabled for all P-Cards.
- Other purchases restricted through Merchant Category Code (MCC) Controls:
 - Every vendor who accepts credit cards is assigned a 4-digit MCC to describe the type of business.
 - Certain MCC's are blocked for all RPS P-Cards, such as bars/pubs, jewelry stores, etc.
 - Travel is restricted for most cards as well (airfare, ground transportation, hotels, etc.). Contact Program Administrator if you ever need to use your P-Card for travel.

Responsibilities

Program Administrator

- Tiffany Archer– tarcher2@rvaschools.net
 - Office: 804-204-1087
- Works directly with Bank of America to resolve issues, dispute fraudulent transactions, open/close accounts, close/replace lost cards, etc.
- Monitor and maintain operations and promote responsible card use and program growth.
- Call or email with ANY P-Card related questions.

Responsibilities

Cardholder (or Reconciler)

- Keep card secure and make ONLY responsible purchases that directly support the mission of Richmond Public Schools.
- Abide by all RPS and Procurement standard operating procedures – use existing, negotiated contracts and vendors first, regardless of payment method.
- Ensure you are the only person to use your P-Card. Do not give your card or account number to anyone else to use.
- Report any incorrect transactions, suspected fraud, or lost cards immediately to Program Administrator.
- Call or go online to activate new card and set 4-digit PIN: www.bofa.com/globalcardaccess
 - PIN must be entered for all in-person transactions, so choose a number you will remember.
- Obtain receipt for every P-Card purchase. If receipt is lost, you must go back to the vendor to obtain a duplicate receipt.

Responsibilities

Cardholder (or Reconciler)

- Ensure tax exemption when appropriate (Tax ID Number printed directly on card).
 - Tax Exempt Form (ST-12) can be found in the Staff Portal under the “Forms” section.
 - Walmart issues their own tax exempt card. Take copy of Tax Exempt Form to Customer Service at the store.
 - Do not use self-checkout Kiosks at any store, as there is no way to obtain tax exemption.
 - When checking-out, point out to cashier before they begin ringing your items up that the purchase should be tax exempt. Check your receipt before you leave the store.
- Never have a vendor “split” a transaction to circumvent the single-transaction limit. If your spending limits need to be adjusted – either temporarily or permanently – contact the Program Administrator.

Responsibilities

Cardholder (or Reconciler)

- Use Works® to allocate budget codes, attach scanned receipts, and sign-off on all transactions within 7 days of cycle close.
 - Transactions should be reconciled throughout the month instead of waiting until the end of the month.
 - Cardholders will receive email notifications from Works when transactions have posted.
- Create and print RPS Reconciliation Report each month:
 - Cardholder and Approver will both sign this report.
 - Original receipts should be attached.
 - Report and receipts should be kept on file at your location for 5 years (per RPS Records Retention policy)
- Cardholders do not pay their own Bank of America statement.
 - No social security numbers are used in conjunction with our P-Cards, so they will never affect a cardholder's credit rating or history.
 - RPS P-Cards carry corporate liability, not individual.
- Return your card if you transfer, retire, or resign, and let the Program Administrator know.

Responsibilities

Approver

- Location Approver is usually the Principal or Director.
 - For audit purposes and as an extra level of “check and balances,” Approver can NOT be a cardholder.
- Authorize and request changes to card spending limits (which can be either temporary or permanent)
- Designate cardholders/reconcilers for your location:
 - P-Cards can be issued to responsible, non-temporary RPS employees.
 - Can request cards for multiple staff members.
 - Generic P-Card is available if needed, which would be issued to your location name and available to be checked out and used by any responsible staff member that you approve.
 - Excellent option for staff members who do not need a P-Card in their name on a full-time, permanent basis.
 - Prevents staff members from having to pay out-of-pocket and then get a reimbursement

Responsibilities

Approver

- Since you are the budget authority for your location and ultimately responsible for the purchases made, it is crucial that you carefully review all P-Card transactions for appropriateness and accuracy.
 - All P-Card transactions should directly support the mission of Richmond Public Schools.
- Notify Program Administrator immediately of any questionable or improper P-Card transactions so further research can be done & corrective actions can be taken.
- Collect P-Cards from departing employees and notify Program Administrator.

Making Purchases

- Know your single-transaction and monthly spending limits.
- Never have a vendor “split” a transaction to circumvent the single-purchase limit.
- **Do not use the P-Card to circumvent the need for competition if purchase is over \$5,000 and there is no existing contract in place.**
- Must know the PIN when inserting card into chip reader.
 - Never bypass the PIN or the transaction will be declined.
- Ensure no sales tax is charged at time of purchase (check your receipt before leaving store).
- Obtain, scan, and attach a receipt for every P-Card purchase.



Common P-Card Purchases

Some of the most commonly seen P-Card purchases include (but are not limited to):

- Catering or prepared food for student and staff events (Panera, Jason's Deli, Chick-Fil-A, Chicken Fiesta, etc.)
- Positive Promotions, 4imprint, etc.
- Walmart, Target, grocery stores, etc.
- Sam's Club, Costco, etc.
- Conference Registrations (PTA required)
- Amazon (IF enabled for your location)
 - Contact Program Administrator if you are interested in paying for your location's Amazon Business purchases with a P-Card instead of a Purchase Order.

P-Card Should NOT Be Used For:

- Federal Grant Purchases – only use P-Card for General Fund (100) purchases.
- Student Activity Fund purchases
- Gift Cards or Gift Certificates (for ANY vendor)
- Personal purchases of any kind
- Gifts or tokens of a personal nature: flowers, gifts, expressions of sympathy, etc.
 - All P-Card purchases should directly support the mission of Richmond Public Schools.
- Travel-related purchases without preapproval (airfare, hotel, ground transportation, etc.)
- Fuel for RPS Fleet vehicles – Use Fleet Fuel Cards instead at approved fueling stations.
- Parking at City Hall or other City of Richmond lots
- Ammunition, firearms, alcoholic beverages, fireworks, etc.
- Payments for goods/services obtained from RPS employees, family members, etc.
- See the P-Card Procedures Manual for complete listing.

In Conclusion

- P-Cards are an efficient and convenient payment tool, especially for repetitive, small-dollar purchases.
- When paying with a P-Card, no Purchase Order or W-9 is required.
- P-Cards allow users to “shop around” for best value, but existing, negotiated purchasing contracts should always be used first (for example: technology-related products, computers, printers, etc.).
- P-Cards should not be used to circumvent Procurement Policies & Procedures (delegated purchasing thresholds, need for competition over \$5,000, etc.).
- P-Card use requires strict adherence to RPS policies and protocols. Inappropriate use or misuse can result in disciplinary action up to and including termination.
- Thank you for your time today. If you have any P-Card related questions, please don't hesitate to contact the Program Administrator or the Procurement and Property Management Office.